

TO ACCESS EMPLOYEE SELF SERVICE USE THE PROVIDED LOGIN INFORMATION.  
THE SELF SERVICE HOME DASHBOARD WILL HAVE THE ICON TO PRINT PAY STUBS.

THE GREEN PRINTER ICON IS THE LINK FOR THE MOST CURRENT PAY STUB

Menu

PROFILE

SUMMER SUE

MY PAYSTUB

Gross Pay  
\$2,246.18

Pay Date (Pay #) 06-06-2019 (513)

CLICKING THE ICON WILL DIRECT YOU TO THE 'RESTUBD' SCREEN TO SELECT THE PAY STUB TO VIEW/PRINT

Menu

Launch Reset Cancel

Payroll Deposits (Windward)

RESTUBD

Output :

Email Output

Criteria

\* Select Pays :  Q

CLICK THE GREEN MAGIFYING GLASS TO BRING UP THE AVAILABLE PAY STUBS (BY PAY DATE) TO VIEW/PRINT

Criteria

\* Select Pays :  

List of Disbursements for EE ✕

Select Pays :  Search Reset

All items count: 495

----- Available Values -----	Selected Values
06-Jun-2019, 1,328.84, Regular	

ONCE YOU HAVE CLICKED ON THE PAY STUB YOU'D LIKE TO VIEW/PRINT,  
USE THE TOP GREEN ARROW TO MOVE THE  
SELECTION TO THE 'SELECTED VALUES' SECTION OF THE BOX AND HIT OK

List of Disbursements for EE ✕

Select Pays :  Search Reset

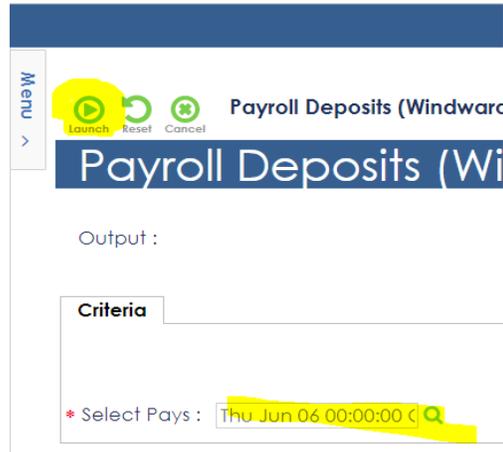
All items count: 495

----- Available Values -----	Selected Values
23-May-2019, 1,383.33, Regular	06-Jun-2019, 1,328.84, Regular
09-May-2019, 1,367.58, Regular	
25-Apr-2019, 1,369.90, Regular	
11-Apr-2019, 1,375.99, Regular	
28-Mar-2019, 1,379.51, Regular	
14-Mar-2019, 1,538.36, Regular	
28-Feb-2019, 1,514.80, Regular	
14-Feb-2019, 1,435.80, Regular	
31-Jan-2019, 1,716.05, Regular	
17-Jan-2019, 1,611.61, Regular	
03-Jan-2019, 1,595.14, Regular	

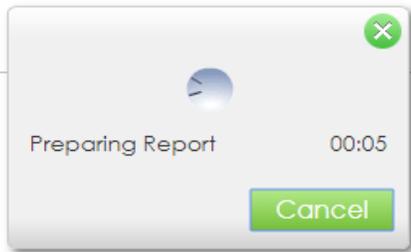
← → ⇨ ⇩

← Ok Cancel

YOU WILL THEN SEE YOUR SELECTION IN THE SELECTED PAYS FIELD. AT THIS POINT, CLICK THE LAUNCH B AT THE TOP LEFT OF THE PAGE



YOU SHOULD SEE A PREPARING REPORT BOX AFTER WHICH YOUR PAY STUB SHOULD APPEAR IN PDF FOR



YOU MAY NEED TO DISABLE THE POPUP BLOCKER THE FIRST TIME THIS REPORT IS RUN ON YOUR DEVICE.

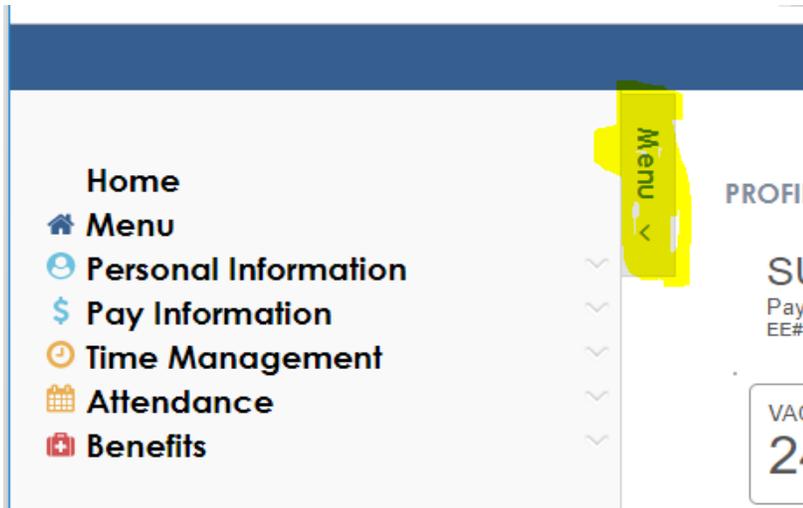


**Turn pop-ups on or off**

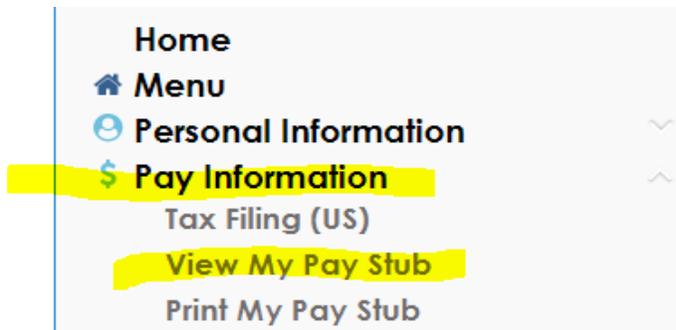
1. On your computer, open **Chrome**.
2. At the top right, click More Settings.
3. At the bottom, click Advanced.
4. Under "Privacy and security," click Site settings.
5. Click **Pop-ups** and redirects.
6. At the top, turn the setting to Allowed or Blocked.

A PDF VERSION OF YOUR PAYSTUB  
WILL BE READY TO VIEW OR PRINT.

IF YOU WOULD LIKE TO SIMPLY VIEW THE PAY INFORMATION  
THE OTHER OPTION IS TO ACCESS THE SELF SERVICE WEPDS SCREEN



CLICK THE PAY INFORMATION HEADER  
THEN CLICK THE VIEW MY PAY STUB OPTION



YOU WILL THEN SEE A LIST OF AVAILABLE PAY STUBS FOR VIEWING

View My Pay Stubs

## View My Pay

1 - 5 of 493

Pay#	Pay Issue Date
0513	06-Jun-2019
0512	23-May-2019
0511	09-May-2019
0510	25-Apr-2019
0509	11-Apr-2019

CLICK ON THE PAY DATE YOU WOULD LIKE TO VIEW.  
SCROLL DOWN THE PAGE FOR THAT PAY STUB'S INFORMATION

Pay Destination : FINANCE-ADMIN

### PAY DETAILS

#### EARNINGS

Time and Earnings	R
Regular \$	
Sick Tkn \$	
OT @ 1.5 \$	
Holiday \$	
Vacation Tkn\$	
Comp Rec \$	
Fl Hol Tkn \$	

#### DEDUCTIONS

◀◀ 1 - 10 of 15 ▶▶

Deductions	
Medical 125	
Medical EE Deduction	
Dental Before Tax	

TO LOG OUT - CLICK THE ARROW AT THE TOP RIGHT OF THE SCREEN

